



Melbourne High School
Millgrove Outdoor Education Centre

OUTDOOR LEADERSHIP TRAINEE 2024

POSITION DESCRIPTION:

Two enthusiastic and energetic school leavers are required for the position of Outdoor Leadership Trainee at The Millgrove Outdoor Education Centre - located in the Upper Yarra Valley. The Centre is a residential campsite operated by Melbourne High School – a State Boys School located in South Yarra, Melbourne.

The successful applicants will assist with the running of the school's camps for its year 9 and 10 students throughout the year. Applicants must be able to participate confidently in a variety of outdoor activities (including mountain biking, canoeing, caving, cross country skiing, climbing, high ropes course and bushwalking). Trainees will be part of the small staff team at the Millgrove Outdoor Education Centre who are dedicated to providing all students with a positive, challenging, and educational outdoor experience.

The successful applicants will undertake a Certificate III or IV course in Outdoor Leadership whilst working at the camp and will be paid the relevant Award Wage for Trainees and New Apprentices – Wage Level B for the year. The position is a 12- or 24-month (option of one or two years) employment, providing a fantastic combination of on the job training and experience, as well as gaining qualifications and knowledge across multiple outdoor adventure activities.

We welcome applications from people who demonstrate a desire to commence a career in Outdoor Education or a related field.

Applications must address the 5 Key Selection Criteria included below, and be accompanied with an introductory letter and resume.

Applications should be emailed to megan.wilson@mhs.vic.edu.au

Alternatively applications may be posted to:



The Coordinator,
Millgrove Outdoor Education
Centre
PO Box 805
Millgrove
Vic 3799



For more details contact:

Sam Owen
Assistant Coordinator
Millgrove Outdoor Education Centre
Phone: 0409 004 694

Applications close Sunday 24th September, 2023



**Melbourne High School
Millgrove Outdoor Education Centre (MOEC)**



Outdoor Leadership Trainee - Role and Tasks

Outdoor Leadership Trainees are required to:

- Assist MOEC staff with the running of a five-day outdoor education programs over 24 weeks of the year. (12 Year Nine programs and 12 Year Ten programs). Camps generally run from a Monday to Friday.
- Reside at the camp for 2 nights each week while programs are running. (Staff accommodation and food is provided during camp times).
- In addition to the 24 weeks of camps, assist with up to eight weeks of other activities during the year. (This may include TAFE training commitments, on-site training, maintenance, program development and work with outside clients).
- Study for the TAFE Certificate III or IV qualification in Outdoor Leadership through the Outer Eastern Training Institute, based in Gembrook. You will receive multiple qualifications including: Wilderness First Aid, High Ropes/Climbing, Canoeing, Outdoor Catering, Bushwalking and Navigation,
- Complete general / miscellaneous tasks as directed by MOEC manager's relating to camps, training, program development and facility maintenance.
- Work within the small team consisting of MOEC staff and MHS staff.
- Assist with supervision and socialisation of year 9 and 10 students outside formal activity times.
- Follow MOEC philosophy and guidelines as specified in activity descriptions, student and staff handbooks.



- Gain skills and experience in the leadership of activities, and the locations in which they are completed.
- Over time, take on a leadership role in running activities at the camp. These include canoeing, caving, climbing, initiative activities, high ropes course, mountain biking, cross country skiing, bushwalking and evening activities.



Relevant experience

Trainees will be instructed in the required areas of expertise so it is not necessary to have skills in the activities however experience in any of the following areas would be useful:

- Canoeing
- Mountain Biking
- Bushwalking / Camping
- Caving
- Ropes Course
- Minor games
- Cross Country Skiing



Mandatory Qualifications

- Completion of studies to Year 12 level.
- Drivers licence. (required before or soon after commencement of position)
- Working with Children Check

Training Requirements and Conditions

Study for the TAFE Certificate III or IV in Outdoor Leadership

- Completion of three weeks of theory
- Completion of mandatory electives
- The following electives are mandatory: Challenge Ropes Course, Bushwalking, Level 1 Flat Water Canoeing Instructor, Wilderness First Aid, Level 1 Food Safety Training.
- This course will require additional weekend and weekday training and practical excursions. The time spent on these is included in the eight weeks of other activities as specified in the Role and Tasks above.
- There are administrative and course fees associated with this qualification that must be paid up front by trainees. MOEC will pay a portion of these fees at the commencement of the course and some further reimbursement of these fees will be made after satisfactory completion of the TAFE qualification.
- There is an option to complete the course over one or two years.

Period of Employment

Successful applicants will be employed from 1/01/2024 to 31/12/2024.





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Key Selection Criteria

(Ensure that you address these five criteria in your application by outlining your abilities and/or experience in each of these areas)

1. Demonstrated desire to work in the field of Outdoor Education.
2. Demonstrated ability to act in a safe, responsible, and professional manner when working with people.
3. Demonstrated commitment to further training and development of skills and knowledge in the field of outdoor activities, including the transfer of learning into everyday practice.
4. Demonstrated ability to work effectively in a team environment.
5. Demonstrated good organisational skills, communication skills and a high level of self-motivation.

